

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: OFFICE ASSISTANT	REPORTING UNIT NUMBER:	
DIVISION/BRANCH OR CENTER:	LOCATION:	
CLASS TITLE: OFFICE ASSISTANT	POSITION NUMBER:	EFFECTIVE DATE:

Supervision Exercised

NUMBER 0 DIRECT SUPERVISION CLASSIFICATION	NUMBER 0 INDIRECT SUPERVISION CLASSIFICATION
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

(Relative time

required) Indicate %

Under the close supervision of the Conservation Supervisor, the Office Assistant performs a variety of general clerical duties as follows:

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| 40% | Calculate and log corpsmember hours into CADCARS on a daily basis, and complete Weekly Rosters (CCC 123); record hours worked, sick, CTO/vacation, and work-over for corpsmembers to prepare information for CADCARS input. Post time to Absence and Additional Time Worked Reports (CCC 634s) daily, and update leave balance cards for corpsmembers at the end of each pay period. Process Time and Attendance Reports (Form 672) for regular corpsmember pay and Miscellaneous Payroll/Leave Actions (Form 671) for corpsmember overtime pay. Responsible for having regular pay for corpsmembers and special corpsmembers, if applicable, to Sacramento on the first day of the pay period. Distribute 634s to supervisors for corpsmember's signature at end of pay period. Type all correspondence and communication as it relates to the corpsmembers and supervisors, including but not limited to second chance letters, follow-up letters to applicants, letters of recommendation, weekly schedules, class schedules, meeting notes, etc. |
| 35% | Process corpsmember separation paperwork including CCC 132 (Employee Position Action Form), CCC 137 (Corpsmember Notice of Separation) and COBRA documents, and submit to Headquarters within two days of separation (excluding COBRA document which must be mailed out to corpsmembers within 24 hours). Process documents, including 132s, needed for transferring corpsmembers into and out of the center, and retrieving corpsmember's personnel file; for outgoing corpsmembers - forwarding corpsmember's file information within five working days of transfer. Data entry of vacation, personal holiday and graduation/extension reports due at the beginning of each month. Responsible for typing, completing, copying and submitting to headquarters intake paperwork for COMET corpsmembers and second chancers within 3 days of hire date. Complete required logs and forms for processing workers' comp claim forms to State Compensation Insurance Fund (SCIF) and headquarters Health and Safety. |
| 10% | Follows requirements of the Injury and Illness Prevention Program (IIPP). Provides general clerical support as needed. Assist with the reception duties relating to answering the telephones and taking and routing messages. Responds to emergencies as needed. |
| 5% | Receive payroll warrants from Headquarters, prepare warrant registers for corpsmembers and special corpsmembers if applicable, and distribute to supervisors for signatures. Distribute all in-coming mail and faxes. Process all out-going mail (first class, inter-district and headquarters). Assist the BSO with processing vendor invoices, Travel Advances and Travel claims. |
| 5% | Operate and monitor all office machines (i.e., postage meter, copy machine, computer, and fax machine), and ensure they are in proper working order, and maintain proper amount of supplies. Assist with the reception duties relating to answering the telephones and taking and routing messages. Responsible for taking, typing and distributing minutes from all staff meetings when applicable. |
| 5% | Update, prepare and distribute corpsmember count and other data to Center, District and Headquarters staff; establish and maintain personnel files; organize and maintain state manuals, district manuals, policy manuals, office bulletin boards, supply room and copy room. |

Employee Signature: _____ **Date:** _____

Supervisor: _____ **Date:** _____